

TERMS OF REFERENCE

Title:	Lead Civil Engineer - Retainer
Project:	24675-001 - CDAI Jérémie
Duty station:	Home-based
Section/Unit:	Energy - Health projects
Contract/Level:	International Specialist, IICA-2/ ICS-10
Duration:	Open-ended subject to organizational requirements, availability of funds and/or to satisfactory performance
Supervisor:	Project Manager

1. Background Information

UNOPS has been working in Haiti for 18 years with the Haitian Government, other United Nations agencies and international organizations to support them in project management, procurement and logistics services. UNOPS also provides communication and governance support, as well as technical expertise in engineering and infrastructure for the implementation of projects that have a positive impact on the lives of Haitians. Over the past few years, the Haiti Country Office has mainly implemented major infrastructure projects (roads, schools, renewable energy), health-related procurement such as medical equipment and ambulances, and management support to the government.

Haiti faces significant security issues in its capital Port-au-Prince. Projects are implemented primarily outside the capital, with more conducive security conditions. UNOPS Haiti management can be described as one led by a collaborative leadership, with strong support provided to each Project Manager and personnel. Most national and international personnel have worked long-term in-country for UNOPS.

Job-Specific Information

The project aims to enhance the quality of healthcare services in Haiti by improving the management and supply of essential medical inputs through the establishment of secure and well-equipped supply centers. Specifically, the project will focus on the construction and equipping of the first Departmental Supply Center for Inputs (CDAI) in Jérémie, located in the Grand'Anse Department.

The Lead Civil Engineer reports directly to the Project Manager and will be in charge of leading and advising a team of national engineers within the RSHQ to conduct design and review and necessary evaluation during the site construction development of the investigation, surveys, infrastructure and road design, and drainage and protection structures, etc. The incumbent is responsible for the preparation of technical documentation in accordance with the project design and UNOPS design standards.

2. Summary of Key Functions

To achieve this objective, the following activities will be carried out:

- Finalization of the procurement process for the construction works.
- Supervision of the construction of the CDAI.
- Acquisition of materials and equipment for the CDAI, including a photovoltaic system and office furniture.

1. Finalization of the procurement process for the construction works.

- Undertake a comprehensive review of designs, surveys, and structures to ensure that the designs developed and provided are compliant and robust as a basis for delivery of the infrastructure projects
- Develop and update work plans for the projects in consultation with stakeholders if necessary
- Review the quantities monthly, estimations, and the Bill of Quantities for the construction works, in cooperation with the RSHQ design team
- Review existing practices of local contractors and conventional methodology of the construction; make recommendations that will increase efficiency, safety and productivity through good practices and troubleshooting methods
- Review and develop technical specifications to ensure adherence to relevant standards

2. Supervision of the construction of the CDAI.

- Ensure all designs are completed to the highest standards and inclusion of environmental and social (ESM) safeguards
- Ensure the assumptions, data and other technical issues used for design including calculations are available and properly documented for future use
- Develop, review and update tender documents if necessary
- Advise on the development and implementation of standard QA/QC systems for the project and provide guidelines to the field implementation teams to review and implement contractors' QA/QC plans
- Review and approve design changes as deemed necessary

3. Acquisition of materials and equipment for the CDAI, including a photovoltaic system and office furniture.

- Provide technical advice and assistance to contractors to ensure that economical and quality materials are purchased
- Develop and submit weekly and monthly progress reports
- Prepare operation and maintenance manuals for the infrastructure projects
- Any other task assigned by the Project Manager.

3. Qualifications and Experience

Education

- Master's Degree in Civil Engineering or similar field required.
- Bachelor's Degree in Civil Engineering with an additional 2 years of relevant work experience may be considered in lieu of the Advanced University Degree requirement.

Work Experience

- At least 5 years of experience in the relevant engineering field, preferably design management of construction sites
- Previous experience working in post-conflict countries is an advantage
- Previous experience in managing and mentoring a design team is an asset

Key Competencies

- Highly proficient in design software such as AutoCAD, AutoCAD Civil 3D, Bentley MX Road and other structural design software
- Strong knowledge in estimation of project work and BOQ preparation
- Proven knowledge of construction with the use of appropriate technologies
- Working knowledge of Google Suite applications
- Demonstrated ability to train and build capacity within a team
- Proven organizational, negotiation and problem-solving skills
- Able to demonstrate attention to detail
- Ability to overcome challenges in difficult work environments/conditions.

Languages

- Fluency in English and French (i.e. writing, reading and speaking) is required.

4. Competencies



Develops and implements sustainable business strategies, thinks long term and externally in order to positively shape the organization. Anticipates and perceives the impact and implications of future decisions and activities on other parts of the organization.



Treats all individuals with respect; responds sensitively to differences and encourages others to do the same. Upholds organizational and ethical norms. Maintains high standards of trustworthiness. Role model for diversity and inclusion.



Acts as a positive role model contributing to the team spirit. Collaborates and supports the development of others. Acts as a positive leadership role model, motivates, directs and inspires others to succeed, utilizing appropriate leadership styles.



Demonstrates understanding of the impact of one's own role on all partners and always puts the end beneficiary first. Builds and maintains strong external relationships and is a competent partner for others (if relevant to the role).



Efficiently establishes an appropriate course of action for self and/or others to accomplish a goal. Actions lead to total task accomplishment through concern for quality in all areas. Sees opportunities and takes the initiative to act on them. Understands that responsible use of resources maximizes our impact on our beneficiaries.



Open to change and flexible in a fast paced environment. Effectively adapts one's own approach to suit changing circumstances or requirements. Reflects on experiences and modifies own behavior. Performance is consistent, even under pressure. Always pursues continuous improvements.



Evaluates data and courses of action to reach logical, pragmatic decisions. Takes an unbiased, rational approach with calculated risks. Applies innovation and creativity to problem-solving.

5. Signature

Contract holder (Name/Title)

Signature

Date